

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2600	B. Billet Title	Chief of Staff, Pacific Islands Regional Office
C. Grade Requested	O4 - LCDR	D. Type of Submission	REALIGNMENT OF DUTIES
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	6 Weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1845 Wasp Blvd.	B. Street Address	Bldg 176				
C. City	Honolulu	D. State	Hawaii	E. Country	United States	F. Zip Code	96818
G. Office	+1 (808) 725-5000	x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Lisa Croft	2. Position	Deputy Regional Administrator	3. Grade	ZP V		
4. Email	Lisa.Croft@noaa.gov	5. Office	+1 (808) 725-5002	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Michael Tosatto	2. Position	Regional Administrator	3. Grade	SES-All		
4. Email	Michael.Tosatto@noaa.gov	5. Office	+1 (808) 725-5001	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Todd C. Stiles	2. Position	Executive Officer, NMFS	3. Grade	O6		
4. Email	Todd.C.Stiles@noaa.gov	5. Office	+1 (301) 427-8060	x		6. Mobile	

SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

A. Organizational Hierarchy - Use common acronyms when possible.					
1. Staff or Line Office	NMFS	2. Office, Center, or Lab	PIRO		
3. Division	Directorate	4. Branch		5. Section or Team	
B. NOAA Goal/Subgoal			C. Program		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This billet is located in the National Marine Fisheries Service (NMFS) Pacific Islands Regional Office (PIRO) in Honolulu, HI. The PIRO manages programs that support both domestic and international conservation and management of living marine resources within the Pacific. The Pacific Islands Region is comprised of Hawaii, American Samoa, Guam, Commonwealth of the Northern Mariana Islands, and other U.S. Pacific islands. The PIRO is responsible for assisting the Western Pacific Fishery Management Council in the development of fishery management plans and amendments. PIRO is then responsible for drafting and implementing federal fishery regulations, issuing federal permits, and monitoring fisheries activity through the observer program. Other major activities include the restoration and preservation of marine habitat, the conservation and recovery of protected and endangered species and coordination with international partners to manage treaties and fishery agreements. The PIRO works with and is supported by the Pacific Islands Fisheries Science Center, the NOAA Office of General Council and the NOAA Office of Law Enforcement.

SECTION 6 - DUTIES AND RESPONSIBILITIES

☐ Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502

☐ Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

6A. Description of Duties and Responsibilities

The officer in this billet will serve on the Regional Administrator's staff and be responsible for the coordination and management of the Directorate. The officer is expected to interact with senior staff members throughout PIRO, NMFS and other line offices as well as with uniformed services, academia, fishing industry and representatives of federal, state and territory agencies. During many of these interactions, the officer will be representing the Regional Administrator. The officer will also be expected to provide the Regional Administrator with advice on policy issues both inside and outside of the PIRO.

Daily operational duties and responsibilities include but are not limited to the following:

1. Supervise, manage and lead the directorate staff which consists of both federal and contract employees (5-8). The officer will be the first line supervisor for directorate employees.
2. Advise the PIRO leadership on all matters that require compliance with NOAA guidelines, administrative orders, federal laws and internal policies.
3. Project management - The officer will be assigned projects at the discretion of the Regional Administrator and Deputy Regional Administrator. The projects vary in scope but will span a wide range of subjects including budgeting, administration, and contracting.
4. Serve as the focal point for clear and concise coordination and communication with each of the division at the PIRO. Provide guidance and oversight to the PIRO staff in the administration, planning and management of the PIRO.
5. Develop, plan and coordinate programs of joint effort and assist in the delegation of authority when committing the office to action.
6. Serve as the COTR for the directorate staff and other divisions (if necessary).
7. Develop opportunities for outreach to promote, NOAA, NMFS, and OMAO to the general public.
8. Serve as regional representative for NOAA Corps recruiting as necessary.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical + Operational + Leading and Managing + Executive Leadership = 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)**6C. Resources Managed****1. Human**Does the Officer supervise personnel? ☒ Yes ☐ No Number of personnel supervised Grades of supervised personnel Will the Officer lead people, but has no supervisory responsibilities? ☐ Yes ☒ No Number of personnel led Grades of personnel led **2. Fiscal**Will the Officer have budget responsibility? Dollar Amount (K) **3. Assets** - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

The officer will not have budget execution authority but will be tasked with contracting and or procurement. COTR Level II is highly recommended.

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

It is essential that the officer filling this position be a motivated self starter who works well without supervision. The officer must possess excellent written and oral communication skills. Project management, supervisory and problem solving experience are a must.

SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites

- ☒ Officer of the Deck ☐ Senior Watch Officer ☐ ECDIS ☐ Dynamic Positioning ☐ Boat Deployment ☐ MedPIC
☐ Coxswain/OIC ☐ HAZWOPER ☐ AUV Deployment ☐ U/W UAS Deployment ☐ Buoy/Mooring Qualified
☐ Trawl Qualified ☐ Longline Qualified ☐ Hydro Launch PIC ☐ Foreign Port Calls

B. Aviation Prerequisites

- ☐ Co-Pilot ☐ Pilot ☒ Aircraft Commander ☐ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified
☐ Alaska/Wilderness Qualified ☐ Flight Meteorologist ☐ International Flights ☐ UAS Pilot

C. Dive Prerequisites

- ☐ Scientific Diver ☐ Working Diver ☐ Advanced Working Diver ☐ Master Diver ☐ Dive Master ☐ Dive Medic
☐ Unit Diving Supervisor

D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

Familiarity with NMFS programs, such as experience on fisheries vessels, fisheries aviation missions or with regional or HQ offices is desirable. Familiarity with Pacific Islands fisheries issues is beneficial.

SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Prior to reporting the officer should have some familiarity of how the PIRO supports NMFS, NOAA, the Science Center and the Western Pacific Fishery Management Council. The officer should also have a general knowledge of program missions and activities. The officer would also benefit from experience and interest in one or more areas listed below:

1. Project management
2. COTR
3. Fisheries management
4. Protected Resources
5. Monuments
6. Communications/External Affairs
7. Commerce Alternative Pay System (CAPS)

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Development Comments (Optional)

A tour as the Chief of Staff for the PIRO should be viewed as an excellent opportunity to develop key leadership traits in preparation for executive level positions within NOAA. The officer will gain a detailed understanding of the programs supported by the PIRO and how they are executed. The officer will be working with upper level management (ZP-V & SES) on a daily basis and gain valuable insight into strategic management.

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development

- ☐ Officer of the Deck ☐ Senior Watch Officer ☐ ECDIS ☐ Dynamic Positioning ☐ Boat Deployment ☐ MedPIC
☐ Coxswain/OIC ☐ HAZWOPER ☐ AUV Deployment ☐ U/W UAS Deployment ☐ Buoy/Mooring Qualified
☐ Trawl Qualified ☐ Longline Qualified ☐ Hydro Launch PIC ☐ Foreign Port Calls

B. Aviation Development

- ☐ Co-Pilot ☐ Pilot ☐ Aircraft Commander ☐ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified
☐ Alaska/Wilderness Qualified ☐ Flight Meteorologist ☐ International Flights ☐ UAS Pilot

C. Dive Development

- ☐ Scientific Diver ☐ Working Diver ☐ Advanced Working Diver ☐ Master Diver ☐ Dive Master ☐ Dive Medic
☐ Unit Diving Supervisor

D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

Project management training

SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

This billet provides the officer with the opportunity to:

1. Gain detailed knowledge of upper level strategic management and the process of making critical decisions.
2. Develop a broad based knowledge of NMFS programs, missions and objectives.
3. The officer will develop an understanding of the concerns and issues affecting NMFS, OMAO & NOAA. These include but are not limited to, personnel actions, cultural sensitivities, regional partnerships, budget execution, executive decision making and strategic planning.
4. Develop critical management skills to include: team building, procurement, contracting, policy development, entrepreneurship, and communication (both written and oral).
5. Increase proficiency in NOAA administrative systems to include: CAPS, Web T&A, Travel Manager and C-Request.
6. Part Time University Training is possible in this billet so as long as the class schedule does not interfere with the accomplishment of assigned duties.

SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

Success in this billet will be the satisfaction of the PIRO Regional (& Deputy) Administrator in regard to leadership and management support of the PIRO core missions. Additional performance goals include but are not limited to the following:

1. Effective management/supervision of the directorate staff.
2. Timely and effective office administration processes and responses within the PIRO, NMFS, NOAA and DOC.
3. Completing projects on time and to the satisfaction of the Regional Administrator and Deputy Regional Administrator.
4. Assistance in the development of key PIRO initiatives, plans and projects.
5. Well informed divisional staffs and programs through effective communication.
6. Development of critical managerial skills to include: procurement, contracting, policy development, team building, entrepreneurship & communication (both written and oral).

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature



2. Date

06 Feb 2014

3. Name LCDR Ryan C. Kidder

4. Title/Position Chief of Staff, PIRO

B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet"

1. Signature



2. Date

2/6/14

3. Name Michael Tosatto

4. Title/Position Regional Administrator, PIRO

C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature



2. Date

2/7/14

3. Name Todd C. Stiles

4. Title/Position Executive Officer, NMFS

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend approve of this billet."

1. Signature



2. Date

4/10/2014

3. Name CDR Kurt Bogwite, NOAA

4. Title/Position Chief, Officer Career Mgmt Division

E. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps and I approve this billet."

1. Signature



2. Date

4/18/2014

3. Name RADM David A. Score, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)